

CLASS TITLE: SECURITIES EXAMINER

Class Code: 02630300

Pay Grade: 24A

EO: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To conduct examinations of securities and franchises and their related records to ascertain whether such securities may be legally offered for sale; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior where instructions are given in detail at the beginning of each assignment; work is reviewed while in progress and upon completion for conformance to laws, rules and regulations

SUPERVISION EXERCISED: Generally none. Occasionally may supervise the work of support personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct examinations of securities and franchises and their related records to ascertain whether such securities may be legally offered for sale.

To conduct investigations related to the registration of broker-dealers, investment advisors and their respective representatives of securities.

To conduct examinations of registration statements related to charitable organizations and professional fund raisers

To examine notices of intention to offer securities and franchises for sale by companies or corporations and to examine their financial statements and other pertinent information or data to ascertain that such securities may be legally offered for sale.

When it appears that such statements, information and data are inadequate and further investigation is necessary, to make investigations or examinations including, as required, the auditing of required financial records concerning the securities in order to ascertain whether their sale would be fraudulent or would result in fraud or would be against the public interest, or otherwise violate the laws relating to the sale of securities.

To prepare and submit reports of findings and recommendations thereon.

To review and examine applications for registration as broker-dealers, investment advisors and their respective representatives of securities and franchises and to make such examination or investigation to determine that the character of the applicant will be conducted without fraud; to prepare and submit report of findings and recommendations thereon.

To maintain a continuous check on securities qualified and registrations issued for compliance with laws relating thereto.

To examine registration statements filed with the department by charitable organizations and professional fundraisers for compliance with the Charitable Solicitations Act.

As required, to assist in the preparation of information for the use of the Director of the Department of Business Regulation in the conduct of a public hearing requested by a person aggrieved by an order of the director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A working knowledge of the State's Laws relating to the registration and promotion of securities and franchises offered for sale in Rhode Island; a working knowledge of the state's securities law, franchise law and Charitable Solicitation Act; a working knowledge of the auditing principles, practices, and methods applicable in the conduct of investigations and examinations of required financial records relating to securities or franchises offered for sale to ascertain whether their sale would be fraudulent or would result in fraud or would be against the public interest; the ability to apply the aforesaid knowledge; the ability to conduct investigations of fraudulent practices in securities or franchise transactions and of complaints against broker dealers, investment advisors and their respective representatives; the ability to prepare and submit reports of findings for the use of a superior in carrying out provisions of the law relating to the sale and promotion of securities; the ability to scrutinize data submitted by charitable organizations and professional fund raisers and to make recommendations relative to such findings and to conduct investigations regarding same; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a four year college of recognized standing with a major in accounting; and

Experience: Such as may have been gained through: private or public employment involving the conduct of examinations of financial/compliance records relating to the banking and securities industries, franchises offered for sale, charitable organizations or professional fund raisers.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 10, 2013